

(See instructions on reverse side)

Kansas Department of Agriculture
Plant Protection & Weed Control Section
Forbes Field – Building 282
P.O. Box 19282
Topeka, KS 66619-0282

APPLICANT NAME & ADDRESS
(Applicant will be billed for the certificate)

EXPORTER NAME & ADDRESS:
(If other than APPLICANT)

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Instructions for completing Application for Export Certification.

DO NOT USE ABBREVIATIONS

1) APPLICANT NAME & ADDRESS:

As the heading states, the information in this section is to be the Name & Address of the Company, individual, corporation etc. who is filling out this form. Applicant will be billed for the certificate.

2) EXPORTER NAME & ADDRESS:

This section is used to specify the name and address of the exporter. This must be a United States address.

CAUTION: Never enter more than one exporter's name in these blanks.

3) CONSIGNEE NAME & ADDRESS:

This section is used to specify the name and address of the consignee. This address must be in the country specified in section 4, DESTINATION COUNTRY. **CAUTION:** Never enter more than one consignee's name in these blanks.

4) DESTINATION COUNTRY:

Fill in the name of the foreign country to which the commodity is being exported. The country entered here must be the same as the country identified in the name and address of the consignee.

5) LOCATION OF COMMODITY:

Indicate the exact location of the commodity in order for an inspector to check the material if it becomes necessary.

6) ORIGIN OF COMMODITY:

This section is used to indicate the geographical or political subdivision where the product was grown.

7) INSPECTION DATE:

If known, insert the date on which the commodity was inspected.

8) QUANTITY AND COMMON NAME OF COMMODITY:

The information in this section will include the name, quantity, and weight of the product.

9) BOTANICAL NAME OF COMMODITY:

The scientific name of the commodity being certified is entered in this section. USDA guidelines indicate the exporter is responsible for providing this information. We are generally able to assist exporters in determining the correct scientific name.

10) NUMBER & DESCRIPTION OF PACKAGES:

The number and types of shipping containers (boxes, crates, rail cars, etc.) is listed in this section. For bulk product shipments, the weight of the shipment should be used. For other types of shipments, the actual number of bags, boxes, containers, etc., should be used. Information not appropriate for this section include trade names, intended use, sizes, grades, or other commercial terms.

11) DISTINGUISHING MARKS OR IDENTIFICATION: (rail car numbers, etc. Attach additional sheets* if needed)

The markings applied to the containers listed in the previous section are listed here. Examples would be the actual car numbers of the rail cars involved in the shipment or specific markings on bags, containers, etc. If more than six (6) numbers, use attachment form.

* All attachments listing car numbers, container numbers, etc. **MUST** be submitted on the form supplied by the KDA. This is to insure uniformity of the documents when they are presented to the officials of the importing country.

12) MEANS OF CONVEYANCE:

If known, the name of the railroad, truck line, airline, or ocean vessel may be listed. If the name is not known, then the type of conveyance (air, rail, ocean vessel, truck, etc.) should be provided.

13) POINT OF ENTRY:

This section is used to indicate the actual point of entry as designated by the exporter. This must be a point in the country specified in Section 4. United States points are not acceptable in this section. Some countries have specified points where all shipments must enter.

14) SIGNATURE OF APPLICANT & DATE: Application must be signed and dated by an authorized representative of the company, corporation, etc. as found in blank 1, APPLICANT NAME & ADDRESS.

15) DATE NEEDED:

Here enter the date by which you would like to receive the Certificate at your office.

16) EXPRESS DELIVERY INFORMATION:

If the certificate is to be forwarded to you by express delivery fill in the information requested in these three sections. Please provide a telephone number for the express delivery forms.